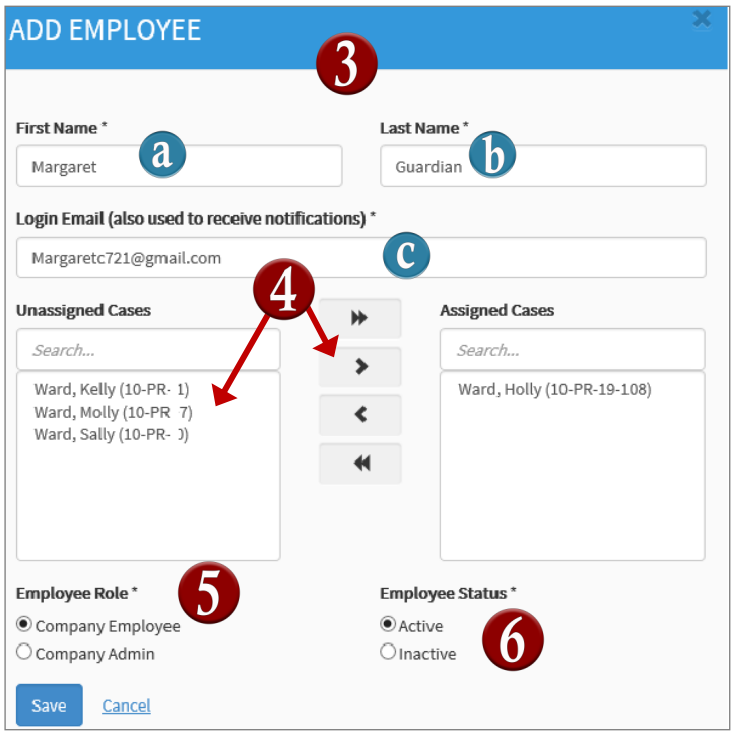
Quick Reference Guide

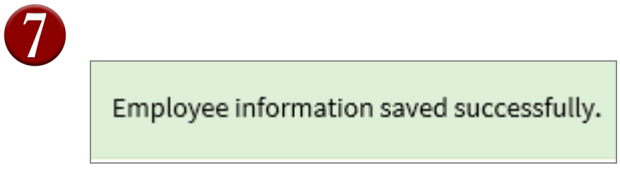
Adding and Editing Employees, and Cases

Add employees and cases

1. Click **Employees**. Administrators must set up a MyMNCourt account before adding employees.
2. Click **Add Employees**.
3. Add the information below:
   a. First Name
   b. Last Name
   c. Login Email
4. As applicable, select a case and click the arrow. The case will move under the employee. To assign all cases, click the double arrow.
5. Select the Employee Role.
   - Company Employee
   - Company Admin - The company admin can add employees and assign and unassign cases.
6. Select the **Active** Employee Status.
7. Click **Save**, and a success message will display.

If a message displays that says the email address already exists, this means the employee already created an account. Go to the guardian Contact Us tab on the Minnesota Judicial Branch website, and send an email to the support team.





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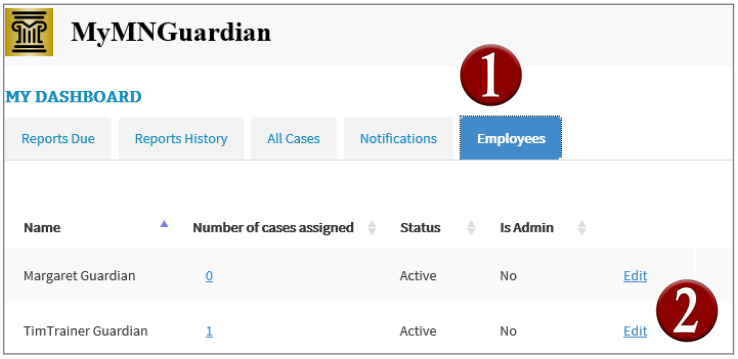
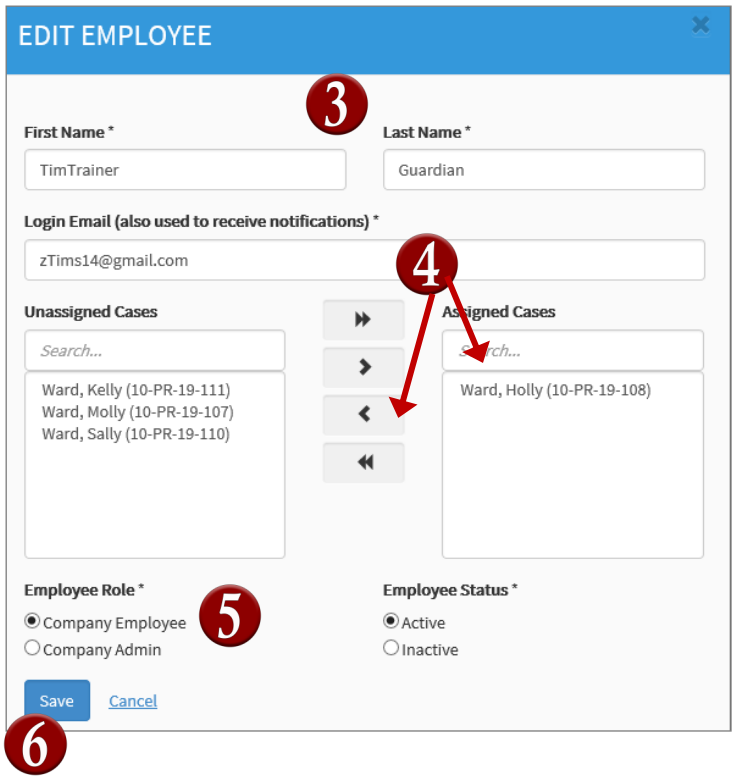
Adding and Editing Employees, and Cases

Edit an employee's name, unassign cases, and change their role or status

1. Click **Employees**.
2. Click **Edit**.
3. Make all necessary changes to the first name and last name.
4. As applicable, select the case to unassign and click the arrow. To unassign all cases, click the double arrow.
5. To change their role, select the new role.
6. Click **Save**.





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